Operator's Lesson Plan

Hit Confirmations

I.   Introduction

1.   A positive hit response to a Wanted File inquiry may not be probable cause to arrest but is considered "Lead Information Only". However, a hit confirmed with the originating agency may be adequate grounds to recover an item or detain a missing or wanted person.

2.   To confirm a hit means to verify that the theft report or warrant is still active and the person or item described in the record appears identical to the person or item described in the record, and to obtain information concerning return of the person or the item to the originating agency or the rightful owner.
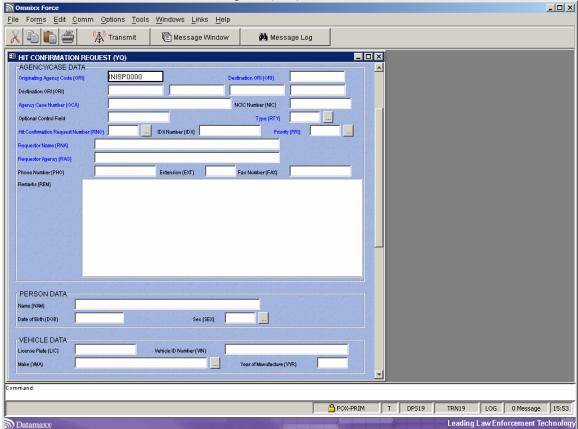
II.   Objective

Upon completion of this lesson, the user will be able to answer test questions on Hit Confirmation Requests, and Hit Confirmation Responses.

III.   Hit Confirmations

1.   Upon receipt of a hit confirmation request from an inquiring agency, the originating agency (ORI) of the record must within 10 minutes (urgent) or one hour (routine) furnish a substantive response i.e., a positive or negative confirmation or notice of the specific amount of time necessary to confirm or reject.

2.   A requesting agency not receiving a substantive response within the prescribed time should generate a second request.

3.   If the agency generating the second request again fails to receive a substantive response within the prescribed time, the agency should generate a third message.

4.   An agency receiving a hit on a record containing the code "NOAH" (Notify ORI of all Hits) in the Miscellaneous (MIS) Field or the MFC of NOA must advise the originating agency of the hit regardless of whether the location of the person or item is known.

5.   Hit Confirmation formats should be utilized whenever an IDACS/NCIC Wanted File "HIT" is made.

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A.   Hit Confirmation Request (YQ)

Agency/Case Data

1.   Destination ORI (ORI)
   a.   Required.
   b.   The nine (9) character ORI of the entering agency.

2.   Agency Case Number (OCA)
   a.   Required.
   b.   Entering Agency's Case Number.

3.   NCIC Number (NIC)
   a.   Enter NCIC or IDX Number of the record.

4.   Type (RTY)
   a.   Required.
   b.   SA – Stolen Article
        SB – Stolen Boat
        SG – Stolen Gun
        SL – Stolen License Plate

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SP – Stolen Part
SS – Stolen Security
SV – Stolen/Felony Vehicle
MP – Missing Person
PO – Protection Order
WP – Wanted Person

5. Request Number (RNO)
   a. Required.
   b. First request enter 1. (Will be sent to Agency ORI).
      Second request enter 2. (Will be sent to Agency ORI and Data Operations).
      Third request enter 3. (Will be sent to Agency ORI, Data Operations, NCIC).

6. IDX Number (IDX)
   a. Enter NCIC or IDACS Number of the record.

7. Priority (PRI)
   a. Required.
   b. "U" for Urgent, 10 minutes. Officer has the person or property detained.
   c. "R" for routine, 1 hour. **Used when the subject is held on local charges or the property is detained with no extenuating circumstances**.

8. Requestor Name (RNA)
   a. Required.
   b. The name of the person making the request.

9. Requestor Name (RCA)
   a. Required.
   b. The name of the agency making the request.

10. Phone number (PHO)
    a. Enter the agency telephone number.
       Ex: 5025551212.

11. Extension (EXT)
    a. Extension number of person requesting Hit Confirmation.

12. Fax Number (FAX)
    a. The fax telephone number of requesting agency for Hit Confirmations. Ex: 5025551212.

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13. Remarks (REM)
    a. Enter subjective and other informational data about the subject.

Person Data

1. Name (NAM)
   a. Required.
   b. Last Name, Fist name, comma and Middle initial or name.

2. Date of Birth (DOB)
   a. MMDDYYYY.

3. Sex (SEX)
   a. Male (M) or Female (F).

Vehicle Data

1. License Plate (LIC)
   a. Enter up to ten valid characters in this field.

2. Vehicle Identification Number (VIN)
   a. Enter a maximum of twenty alpha and/or numeric characters.

3. Make (VMA)
   a. The first four characters MUST be a valid code from the NCIC 2000 Code Manual.

4. Year of Manufacture (VYR)
   a. Must be four numeric characters representing the production year.

License Plate

1. License Plate (LIC)
   a. Enter up to ten valid characters.

2. Plate State (LIS)
   a. Must be two alphabetic characters.
   b. Must be a valid code.

3. Plate Year (LIY)
   a. Must be current year, current year minus one, greater than current year, or NX (non expiring).

4. Plate Type (LIT)
   a. Must be a valid NCIC code.

Article Data

1. Type Code (TYP)
   a. Minimum of four and a maximum of seven alpha-characters.

2. Serial Number (SER)
   a. Enter a maximum of twenty alphanumeric characters.

3. Brand Code (BRA)
   a. The first 6 characters of the brand name should be used.

Boat Data

1. Registration Number (REG)
   a. Maximum of eight characters, alpha and/or numeric with no embedded spaces.

2. Hull Number (BHN)
   a. Maximum of 20 alphanumeric characters.

3. Manufacturer (BMA)
   a. Characters one to four must contain a valid NCIC code or "MISC".

Gun Data

1. Serial Number (SER)
   a. Enter serial number.

2. Caliber (CAL)
   a. One to four numeric characters.

3. Make (MAK)
   a. Must be a valid NCIC code.

4.   Model (MOD)

   a.   Enter model number or a recognizable abbreviation of model name.
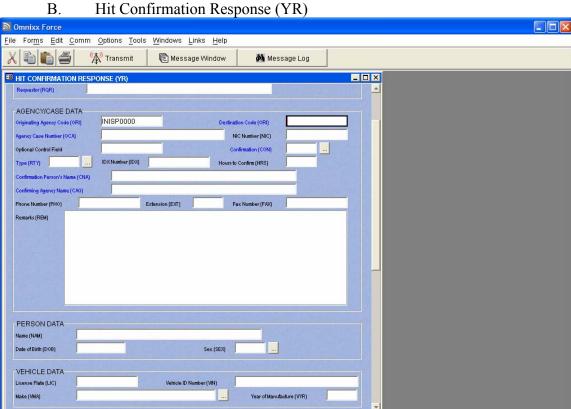
Vehicle/Boat Part Data

1.   Serial Number (SER)

   a.   Enter a maximum of twenty alphabetic and numeric characters.

2.   Brand (BRA)

   a.   Must be a valid code from the NCIC 2000 Code Manual.

3.   Category (CAT)

   a.   Must be a valid NCIC two-character alphabetic code.

Security Data

1.   Type (TYP)

   a.   Must be a valid NCIC code.

2.   Serial (SER)

   a.   Must contain one to eighteen alphabetic and/or numeric characters.

1.   Denomination (DEN)

   a.   Must be one to nine characters.

B.   Hit Confirmation Response (YR)

Agency/Case Data

1.   Destination ORI (ORI)
   a.   Required.
   b.   The nine (9) character ORI of the entering agency.

2.   Agency Case Number (OCA)
   a.   Required.
   b.   Entering Agency's Case Number.

3.   NCIC Number (NIC)
   a.   Enter NCIC Number of the record.

4.   Confirmation (CON)
   a.   Required.
   b.   P – Hit is in process of being confirmed.
          Y – Hit is confirmed.
          N – Hit is not confirmed.
          E – Hit is valid, awaiting decision on extradition.

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5. Type (RTY)
   a. Required.
   b. The type of request for a YQ/YR transaction.
      Ex: SV – Stolen Vehicle.

6. IDX Number (IDX)
   a. Enter IDACS Number of the record.

7. Hours to Confirm (HRS)
   a. Indicates how many hours a Hit Confirmation will take to process.
   b. Mandatory when CON field is P or E.

8. Confirmation Person's Name(CNA)
   a. Required.
   b. The name of the person that is confirming the record.

9. Confirming Agency Name (CAG)
   a. Required.
   b. The name of the agency that is confirming the record.

10. Phone number (PHO)
    a. Enter the agency telephone number.
       Ex: 5025551212.

11. Extension (EXT)
    a. Extension number of person requesting Hit Confirmation.

12. Fax Number (FAX)
    a. The fax telephone number of requesting agency for Hit Confirmations. Ex: 5025551212.

13. Remarks (REM)
    a. Enter subjective and other informational data about the subject.